

POOL OPERATIONS COORDINATOR (742-01)

SALARY: \$45,281.60 - \$62,400.00 annually, plus liberal fringe benefits

Management Category V

THE POSITION

This is supervisory and administrative water safety work in the aquatic repair and maintenance of the city's community swimming pools and water playgrounds, and administering related training programs.

An employee in this class is responsible for the year-round operations of community pools and water playgrounds. Work also includes planning, coordinating and participating in lifeguard, water safety instructor, first aid, and related training programs. Supervision is exercised over subordinate employees. Work involves responsibility for aquatics staff supervision, administrative tasks, emergency situation simulation drills, and operational maintenance methods. Work is reviewed through observation of results achieved, facility inspection, written and oral reports and conferences.

NOTE: The duties of this position will include all of those duties set forth in the official job description.

THE REQUIREMENTS

1. Have graduated from an accredited college or university with a bachelor's degree in recreation, leisure services or related field.
2. Possess a minimum of three (3) years paid, full-time work experience in the operation, management and supervision of pools, two (2) years of which included lifesaving and supervision of lifesaving activities in an aquatic complex. Additional qualifying work experience may be substituted on a year-for-year basis for the education requirement.
3. Possess the following certifications: AFO (Aquatic Facility Operator) or CPS (Certified Pool Operation); American Red Cross Water Safety Instructor/Trainer; Lifeguard Instructor/Trainer; Emergency Response Instructor/Trainer; CPR for the Professional Rescuer Instructor/Trainer; First Aid Instructor/Trainer. Required certifications must be kept current as a condition of employment.
4. Possess a valid State of Florida driver's license with an acceptable driving record.

NOTE: **APPLICANTS MUST COMPLETE ATTACHED SUPPLEMENTAL QUESTIONNAIRE AS WELL AS THE STANDARD EMPLOYMENT APPLICATION.**

THE EXAMINATION

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify.

HOW TO APPLY

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance. Official City of Fort Lauderdale applications will be accepted and received at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3rd Floor, Fort Lauderdale, Florida, open continuously until sufficient applications have been received.

NAME: _____

SSN: _____

**POOL OPERATIONS COORDINATOR (742-01)
SUPPLEMENTAL APPLICATION**

This supplemental application must be submitted with the official city of Fort Lauderdale employment application. Resumes are welcomed as additional information, but are not considered an official application and may not be substituted for this supplemental application.

This application supplement is an integral part of the application process. Information contained on this supplemental will be used to assist us in determining the most qualified applicants for this position. Answer each question thoroughly, making sure to type or print legibly.

This position will be responsible for pool maintenance and operations as well as aquatic staff training. Please answer the questions below in reference to your experience in these areas.

- | | | |
|---|--------------------------|--------------------------|
| 1. Do you possess the following certifications? | YES | NO |
| • Water Safety Instructor/Trainer | <input type="checkbox"/> | <input type="checkbox"/> |
| • Lifeguard Training Instructor/Trainer | <input type="checkbox"/> | <input type="checkbox"/> |
| • Emergency Response Instructor/Trainer | <input type="checkbox"/> | <input type="checkbox"/> |
| • CPR for the Professional Rescuer Instructor/Trainer | <input type="checkbox"/> | <input type="checkbox"/> |
| • Work Place First Aid Instructor/Trainer | <input type="checkbox"/> | <input type="checkbox"/> |
| • AED Instructor | <input type="checkbox"/> | <input type="checkbox"/> |
| • Oxygen Administration Instructor | <input type="checkbox"/> | <input type="checkbox"/> |
| • Basic Water Rescue Instructor | <input type="checkbox"/> | <input type="checkbox"/> |
| • Basic Life Saving Instructor/Trainer (CPR/AED infant, child, adult) | <input type="checkbox"/> | <input type="checkbox"/> |
| • AFO or CPO | <input type="checkbox"/> | <input type="checkbox"/> |
| • Aquacise Instructor/Trainer | <input type="checkbox"/> | <input type="checkbox"/> |

IF YES TO ANY OF ABOVE, PLEASE ATTACH COPIES OF CERTIFICATIONS TO YOUR APPLICATION.

- | | | |
|--|--------------------------|--------------------------|
| 2. Do you have any Zero depth playground or water park experience? | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

IF YES, PLEASE DESCRIBE YOUR EXPERIENCE:

3. What type of pool filtration/sanitation systems have you operated? List all that apply as well as your responsibilities with the system.

NAME: _____ SSN: _____

**POOL OPERATIONS COORDINATOR (742-01)
SUPPLEMENTAL APPLICATION**

4. Swimming Pool Management:

Most Recent Position:	
Maintenance responsibilities:	
Size of the pool:	
Patron capacity:	
Location:	
Years of experience at location:	
Staffing you were responsible for:	
Titles of positions you hired:	

Second most recent position:	
Maintenance responsibilities:	
Size of the pool:	
Location:	
Years of experience at location:	
Staffing you were responsible for:	
Titles of positions you hired:	

NAME: _____ SSN: _____

**POOL OPERATIONS COORDINATOR (742-01)
SUPPLEMENTAL APPLICATION**

5. What are your skills and knowledge base in the areas of repairing pool heaters, filtration systems, circulation pumps, and/or pool resurfacing? Provide us with one specific instance when you had to use these skills.

6. Please provide us with a detailed description of all staff training programs or schools you have developed and/or provided in the past 3 years, (program title and description, who was trained, how many, who initiated the training program, location and reference.)

My signature affirms that all information contained in this supplemental questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

Signature:_____ **Date:**_____

**(SIGNATURE NOT REQUIRED IF ATTACHED TO EMPLOYMENT APPLICATION AND
SUBMITTED ELECTRONICALLY THROUGH THE CITY'S ONLINE APPLICATION WEBSITE)**